

ADMINISTRATIVE - INTERNAL USE ONLY

STAT AUGUST 87

COMMITMENT AND OBLIGATION STATUS REPORTS

As we move into the last two months of the fiscal year, careful tracking of Forms 2420 (Requests for Procurement Services) is essential to ensure the validity of outstanding commitments. Budget and Fiscal Offices have the responsibility for ensuring that all outstanding commitments are valid and that action is being taken to negotiate contracts.

To assist the Budget and Fiscal Offices in verifying that the 2420 has been received by the Office of Logistics, Commitment and Obligation Status Reports will be prepared by the receiving office (PD, RECD or FMD) and forwarded to the appropriate B&F offices upon receipt of the 2420. This procedure will be implemented for Requests received in the Office of Logistics subsequent to 14 August 1987. This report will apprise the B&F office of the date the 2420 was received, the unit to which it was assigned and a telephone number for the responsible Contracting Officer.

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John M. Ray
Director of Logistics

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